### **NHSN Dialysis Event Surveillance**

**NHSN Set-up** 

for Outpatient Dialysis

#### **Audience**

- Any person enrolling a dialysis clinic or center in NHSN
  - Known as the NHSN Facility Administrator
- NHSN group users who want to understand the dialysis facility set-up process

### **Learning Objectives**

- Introduce NHSN organization and navigation
- Add users and assign user rights
- Add an Outpatient Hemodialysis Location
- Add Monthly Reporting Plans
- Review other set-up steps of interest
  - Importing patient information
  - Joining Groups

# INTRODUCTION

#### **Set-Up Follows NHSN Enrollment**

 Once the NSHN Agreement to Participate and Consent is processed, NHSN sends an email to confirm enrollment is complete and facility is active

From: NHSN (CDC)

Subject: NHSN enrollment approved

To: NHSN Facility Administrator

From: NHSN

Subject: NHSN enrollment approved

Your facility or group has been approved as a new member of NHSN. Welcome!

Facility Name: Test Facility

Facility ID #: XXXXX

As the Facility Administrator, you will now need to access the NHSN application through the SDN by selecting the NHSN Reporting activity. Once in the NHSN application, your first task should be to add those individuals who need to use the application ("users").

Once you add a user, that person will receive an email prompting her/him to obtain a digital certificate.

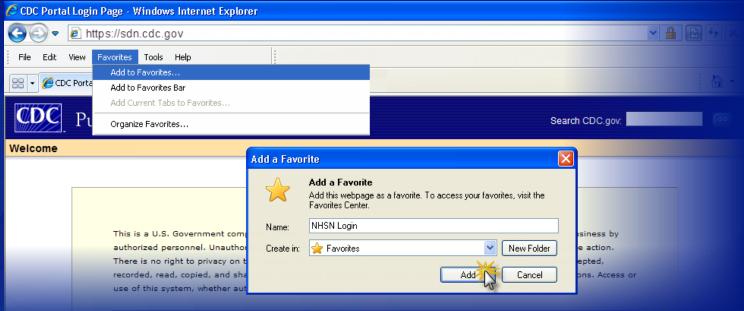
If you have any questions about NHSN, please contact us at <a href="mailto:nhsn@cdc.gov">nhsn@cdc.gov</a> or <a href="http://www.cdc.gov/nhsn">http://www.cdc.gov/nhsn</a>.

#### **NHSN Set-Up**

- Immediately following facility activation, you can login to SDN's Public Health Partners page to access 'NHSN Reporting' using your challenge phrase (password)
- Set-up is required before data can be reported
- 1. Add Users & Assign Rights
- 2. Add 'Outpatient Hemodialysis Clinic' Location
- 3. Add Monthly Reporting Plans

#### Tip: Add NHSN Websites to Favorites

- In Internet Explorer, save NHSN websites as favorites to find them quickly each month
  - Site to log on to NHSN Reporting https://sdn.cdc.gov
  - Dialysis Event reporting resources http://www.cdc.gov/nhsn/psc\_da\_de.html



## **NHSN NAVIGATION**

#### Log in to NHSN

- Go to https://sdn.cdc.gov
- Submit your challenge phrase (password)
- Click on 'NHSN Reporting'
  - If you do not have the NSHN Reporting link, request it through the "Request Additional Activities" link



#### My Applications

National Healthcare Saf Network (NHSN) NHSN Reporting

Request Additional Activities

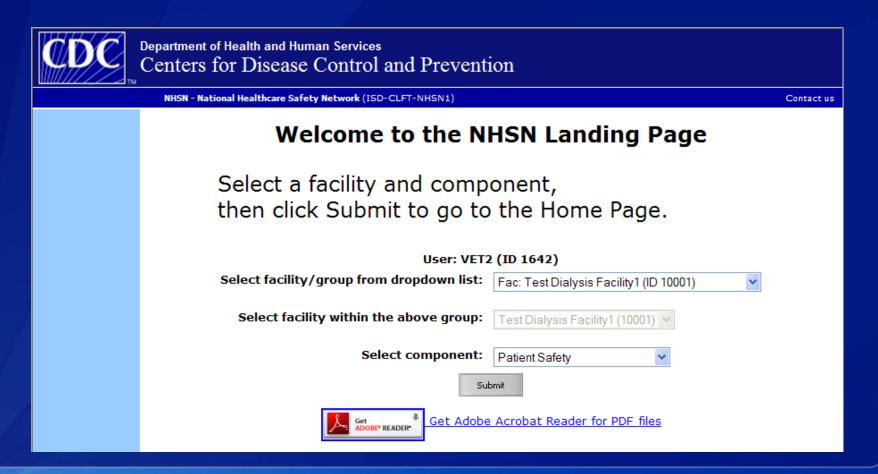
Preventing Chronic Disease Journal

#### **Emerging Infectious Diseases Journal**

Current issue Volume 17, Number 5-May 2011 Topics include pregnancy and emerging infections; avian influenz

#### **NHSN Landing Page**

Make selections (if necessary) and click 'Submit'



#### **NHSN Patient Safety Home Page**



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NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1)

| NHSN Home | My Info | Contact us | Help | Log Out



Reporting Plan Patient

Event

**Procedure** 

**Summary Data** 

Import/Export

**Analysis** 

Surveys

Users

Facility

Group

Log Out

Logged into Test Dialysis Facility1 (ID 10001) as VET2. Facility Test Dialysis Facility1 (ID 10001) is following the PS component.

#### NHSN Patient Safety Component Home Page

Use the Navigation bar on the left to access the features of the application.

**Assurance of Confidentiality:** The voluntarily provided information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

NHSN maintenance may occur nightly between 12am and 6am Eastern time.



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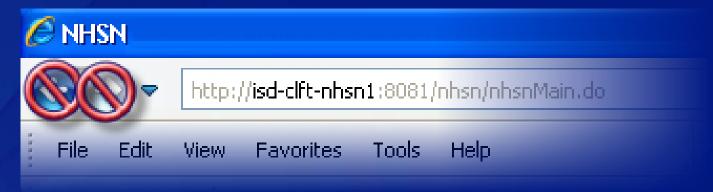
User rights determine which navigation bar options are present

### **Navigating NHSN**

Use the navigation bar or NHSN buttons to navigate



Do not use Internet Explorer web browser buttons



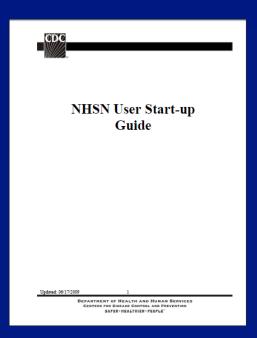
**USERS** 

#### **Users**

- The Facility Administrator can add additional users to access NHSN
  - Adding users is optional
- The Facility Administrator decides what rights each user has
- Once a new user is added, an email is automatically sent to their email address with instructions
  - Each user requires their own digital certificate to access NHSN
  - Each user must complete required training before using NHSN
  - Instructions for new users are available in the NHSN User Start-Up Guide

#### **Reference Materials**

- NHSN User Start-up Guide
- Available at http://www.cdc.gov/nhsn/enroll.html



#### **Add User**

- From the NHSN navigation bar: select 'Users', then select 'Add'
- Enter user information
  - Create a username
  - The email address entered must be the same one used to request their digital certificate
- Click "Save" button to create the user
- Assign rights under Patient Safety, "Save" rights
  - Customizing rights is not recommended for most users



#### Department of Health and Human Services Centers for Disease Control and Prevention

	NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1:8081)	NHSN Home   My Info   Contact us	Add User
🌹 NHSN Home	Logged into Test Dialysis Facility1 (ID 10001) as VET2. Facility Test Dialysis Facility1 (ID 10001) is following the PS component.		
Reporting Plan	Add User		
Patient	Add Osci		
Event	<b>QHELP</b>		
Procedure	Mandatory fields marked with *		
Summary Data		numbers, no spaces or special	
Import/Export			
Auto CDA Si n	First Name*:		
Analysis			
Surveys	Last Name*:		
Users Add	Title:		
□ Find	User Active: Y-Yes 🗸		
Facility	User Type: ICP - Infection Control Professional		
Group		US US	er must use
Log Out	Phone Number:		
	Fax Number:	S	ame email
	E-mail Address*:		
	Enter New Password*:	add	ress for their
	Re-enter New Password*:	ali ali	
	Address, line 1:	algi	tal certificate!
	City:		
	State:	<u> </u>	
	County:		
	Zip Code:		
	Home Phone Number:		
	Beeper:		
	Save Back		

### **Assign and Save User Rights**



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	NHSN - Nation   Healthcare Safety Network (ISD-CLFT-NHSN1:8081)   NHSN Home   My Info   Contact us   Help   Log Out
TNHSN Home	
Reporting Plan	Edit User Rights
Patient	
Event	☑ User JANEDOE (ID 1957) saved successfully. Please add rights for the new user.
Procedure	
Summary Data	User ID: JANEDOE (ID 1957)
Import/Export	Dialysis Test Facility
Auto CDA Sim	Facility List:
Analysis	, deline, elber
Surveys	
Users	
□ Add	Rights Patient Healthcare
□ Find Facility	Administrator Personnel Safety
Group	
Log Out	All Rights
Log out	Analyze Data
	Add, Edit, Delete
	View Data
	Customize Rights Advanced
	Effective Save Back

#### **Deactivate Users**

- Deactivate users as necessary
  - e.g., when staff member leaves



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NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1:8081) NHSN Home | My Info | Contact us | Help | Log Out 🍍 NHSN Home **Reporting Plan** User List **Patient** Event Procedure HELP **Summary Data** Import/Export First | Previous | Next | Last **Auto CDA Sim** Deactivate Name Title User ID **User Type Analysis** V DOE, JANE JANEDOE ICP - Infection Control Professional Surveys Users ■ Add Find Facility Group First | Previous | Next | Last Log Out Add Back

Outpatient Hemodialysis Clinic

**ADD LOCATION** 

#### **Add Outpatient Hemodialysis Clinic Location**

- Surveillance locations in your facility need to be mapped to a CDC location description
- Most dialysis facilities have 1 location: the outpatient hemodialysis clinic
  - Hospitals usually have several areas (e.g., ICU, CRU, ED)
  - NHSN plans to add home hemodialysis location in January 2012 (will be optional)

#### **Add Outpatient Hemodialysis Clinic Location**

- NHSN navigation bar: select 'Facility', then 'Locations'
- Choose a Code and Label
  - They can be the same
- CDC location description: select "Outpatient Hemodialysis Clinic"
- Bedsize is the number of dialysis stations
- Click "Add"

#### **Add Outpatient Hemodialysis Clinic**



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NHSN - National Healthcare Safety Network (ISD-CLFT-NHSN1) NHSN Home | My Info | Contact us | Help | Log Out THE NHSN Home Logged into Test Dialysis Facility1 (ID 10001) as VET2. Facility Test Dialysis Facility1 (ID 10001) is following the PS component. Reporting Plan Locations Patient Event **WHELP** Instructions Procedure **Summary Data** • To **Add** a record, fill in the form with the required fields and any desired optional values. Then click on the Import/Expg Add button. Analysis To Find a record, click on the Find button. One of more fields can be filled in to restrict the search to those Surveys values. • To **Edit** a record, perform a *Find* on the desired record. Click on the desired record to fill in its values into Users the form and edit the values. To save the changes, click on the Save button. Facility • To **Delete** one or more records, perform a Find on the desired record(s). Check the corresponding box Customize (es), then click on the Delete button. Facility Info Add/Edit 0 onentور Press the Clear button to start over with a new form. Locations Surgeons Mandatory fields to "Add" or "Edit" a record marked with \* Group Log Out Your Code\*: DIALYSIS Your Label\*: DIALYSIS CLINIC CDC Location Description\*: Outpatient Hemodialysis Clinic Status\*: Active Bed Size: 12 A bed size greater than zero is required for most inpatient locations. Add Find Clear

#### **NHSN Set-Up**

You have now completed all one-time set-up requirements!

- 1. Add Users & Assign Rights
- 2. Add 'Outpatient Hemodialysis Clinic' Location
- 3. Add Monthly Reporting Plans

#### **Monthly Reporting Plans**

- Indicates what Patient Safety Component surveillance modules your facility intends to do:
  - Device Associated Module >> Dialysis Events
- Monthly Reporting Plans need to be added for every month of the year
  - If not doing surveillance for a specific month, indicate 'No NHSN Patient Safety Modules Followed this Month' on the Monthly Reporting Plan
- You can submit up to one year of Monthly Reporting Plans in advance

### Add a Monthly Reporting Plan

- NHSN Navigation Bar: select 'Reporting Plan', then 'Add'
- Select month & year of surveillance
- Choose dialysis surveillance location from dropdown menu
- Make sure the 'DE' checkbox has a green checkmark
- Leave other modules blank
- Option to choose "No NHSN Patient Safety Modules Followed this Month"
  - NHSN requires ≥ 6 months/year to remain active
- Click 'Save'



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Scroll down to the bottom to save the reporting plan

#### Set-up is complete: Next Step

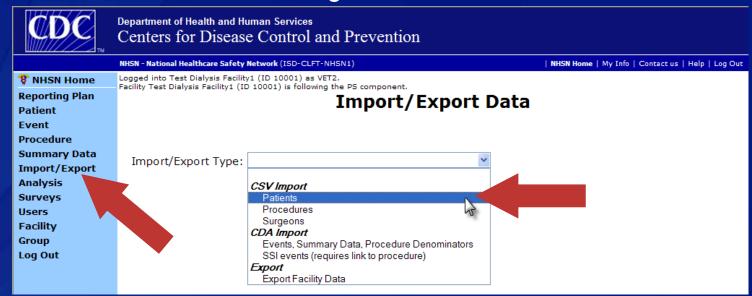
- Set-up steps are complete
- 1. Add Users & Assign Rights
- 2. Add 'Outpatient Hemodialysis Clinic' Location
- 3. Add Monthly Reporting Plans
- Next step: begin reporting Dialysis Event data!

#### **Other Set-up Options**

- Some facilities choose to import patient roster information into NHSN
- After your location is added, it is a good time to join any NHSN Groups, if you plan on doing so
  - You can join/leave a group at any time
  - More information on groups is available on the Dialysis Event website and in the NSHN Resource Library

#### **Optional – Import Patient Information**

- You can import your facility's patient information
- 3 required fields: patient ID, date of birth & gender
- NHSN navigation bar: select 'Import/Export'
  - Must be in an ASCII comma delimited format
  - Download from an existing database



### Joining a Group

- Any entity can maintain a group in NHSN
  - State health departments, corporate dialysis chains, ESRD Networks, etc.
- NHSN facilities join using a Group ID number and Joining Password provided by the group
- After joining, the facility will see the "Confer Rights Screen" which shows which data the group wants the facility to share
  - The facility must press the "Accept" button on the Confer Rights screen to share data
- A facility that joins a group does not have access to data from other facilities in the group

#### Joining a Group



Nominate

Log Out

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Back

NHSN - National Healthcare Safety Network 🍍 NHSN Home Reporting Plan Memberships Patient Event Groups that have access to this facility's data **Procedure Summary Data** Confer HELP Import/Export Rights **Auto CDA Sim** Leave HELP Group(s) Analysis Surveys Users Enter ID and Password for this facility to join a new group Facility Group ID: Group 7 Join ■ Conf Rights Group Joining Password: HELP Group Join Leave

#### Joining a Group



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🌹 NHSN Home

Reporting Plan

Patient

**Event** 

Procedure

Summary Data Import/Export

**Auto CDA Sim** 

Analysis

Surveys

Users

Facility Group

- Confer Rights
- Join
- Leave

Nominate

Log Out

#### **Confer Rights-Patient Safety**

! Please review the data rights that "Dialysis Collaborative Example" is requesting from your facility:

- Verify locations
- Press "accept" button to confer rights or review current rights before accepting new rights

@ HELP

#### **Patient Safety**

General

	View Options
Patient	🗙 With All Identifiers 🛆
	Without Any Identifiers
	With Specified Identifiers Gender 🛆 DOB 🛆 Ethnicity 🛆 Race 🛆
Monthly Reporting Plan	X
Data Analysis	X
Facility Information	X

A GOWII and Gloves

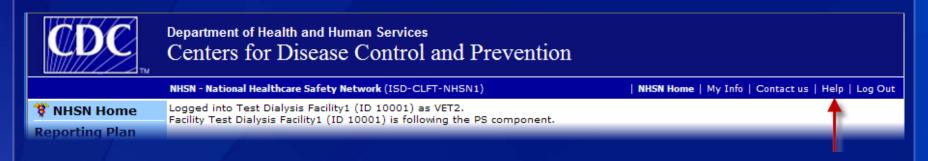
Review Confer Rights, then Scroll down to "Accept" or go "Back"

Accept

Back

#### **NHSN Support**

- NHSN Online Help Manual
  - Help link on the top right corner



Email the NHSN Helpdesk at nhsn@cdc.gov

### **Important!!**

- Email is our only way to communicate with you!
- Please email nhsn@cdc.gov with any changes in your email address



#### **Summary**

- Add NHSN websites to "Favorites"
- NHSN Navigation
- Add Users and assign user rights
- Add 'Outpatient Hemodialysis Clinic' Location
- Add Monthly Reporting Plans
- Importing patient information
- Joining groups

#### **Questions? Problems?**

# Contact the NHSN Helpdesk at nhsn@cdc.gov

#### For more information please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348

E-mail: cdcinfo@cdc.gov Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.